



**Homeland
Security**

DHS Transition Planning

Ensuring Operational Continuity Through
Change of Presidential Administration

U.S. Department of Homeland Security
Under Secretary for Management



DHS Transition Planning

DHS is engaged in activities at five levels to ensure operational continuity of homeland security responsibilities in view of the January 2009 administration change.

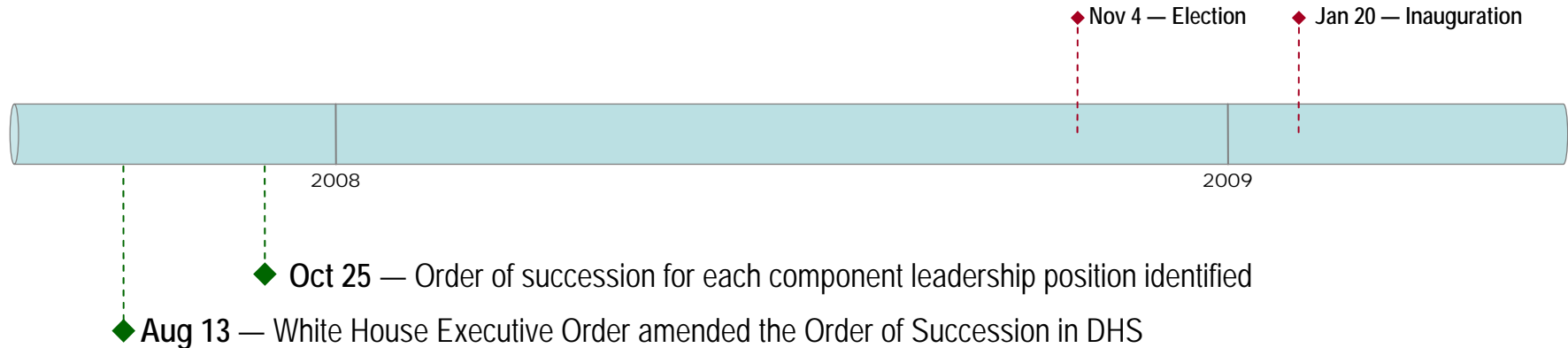
ORDER OF SUCCESSION White House Executive Order and DHS Management Directives provide Delegations of Authority and Orders of Succession for the Secretary and Component Leaders	Complete. Updated as necessary
DHS SUCCESSION PLANNING Analysis of DHS Senior Staffing and Training (NAPA) <u>DUE MAY 08</u> Identification of DHS critical positions; associated succession planning (DHS Components led by USM-OCHCO) <u>COMPLETE</u>	Near Completion
CROSS-GOVERNMENT COLLABORATION Relationships, protocols, and interfaces among Departments of Homeland Security, Defense, Justice, Commerce, State, and state, local and tribal governments. Develop homeland security table-top exercises for career senior officials and incoming appointees. (Dep Sec; USM-OCHCO; CEG; FEMA)	Underway
BEST PRACTICES Learning from state and local governments as well as the private sector (Homeland Security Advisory Council – Administration Transition Task Force)	Complete
ADMINISTRATIVE TRANSITION GUIDANCE Through handbooks, memos and other communications, provide guidance on the preparation of 1) briefing materials for major programs or operational areas, and 2) other matters relevant at the time of an administration change. (USM-OCAO)	Ongoing



Order of Succession

ORDER OF SUCCESSION

White House Executive Order and DHS Management Directives provide Delegations of Authority and Orders of Succession for the Secretary and Component Leaders



Who is Involved

- White House
- DHS Leadership

Results

- Order of succession for Secretary is identified
- Order of succession for each component leadership position is identified
- Career interim successor is identified; will provide continuity at time of transition



DHS Succession Planning

DHS SUCCESSION PLANNING

Analysis of DHS Senior Staffing and Training (NAPA)

Identification of DHS critical positions; associated succession planning
(DHS Components led by USM-OCHCO)

Nov 4 — Election Jan 20 — Inauguration



◆ May — NAPA Report on DHS Senior Staffing and Training

Succession Planning; Ongoing refinement

◆ Nov 16 — Identify interim Acting Career Executives for each political appointee

◆ Aug 31 — Develop initial list of critical positions; assess succession risk

Ongoing — Analyze transition readiness in critical positions

Ongoing — Develop pipeline of capable employees to take on increasing levels of responsibility

Who is Involved

- USM – OCHCO
- Components
- NAPA

Results

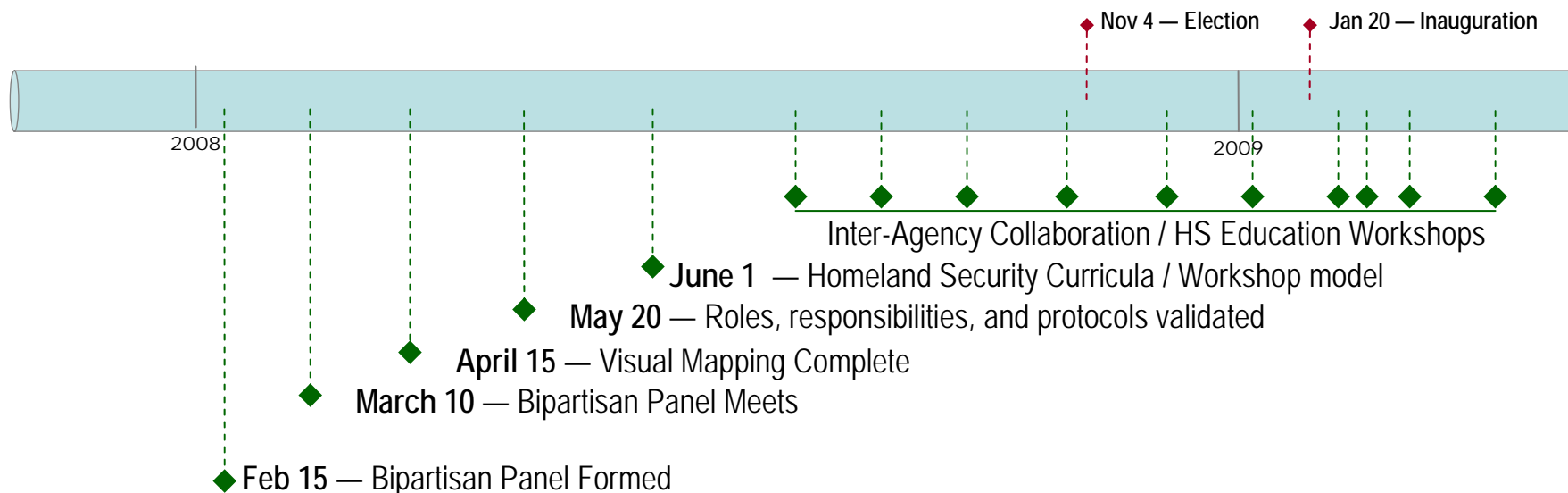
- NAPA Report on DHS Senior Staffing and Training
- Identification of critical positions; assessment of succession risk
- For political appointees, identification of interim acting career executives
- Development plans for emerging leaders

Cross-Government Collaboration

CROSS-GOVERNMENT COLLABORATION

Relationships, protocols, and interfaces among Departments of Homeland Security, Defense, Justice, Commerce, State and state, local and tribal governments. Develop homeland security curricula for career senior officials and incoming appointees.

(Dep Sec, USM-OCHCO, CEG, FEMA)



Who is Involved

- DHS Leadership
- USM – OCHCO
- Council for Excellence in Government
- FEMA

Results

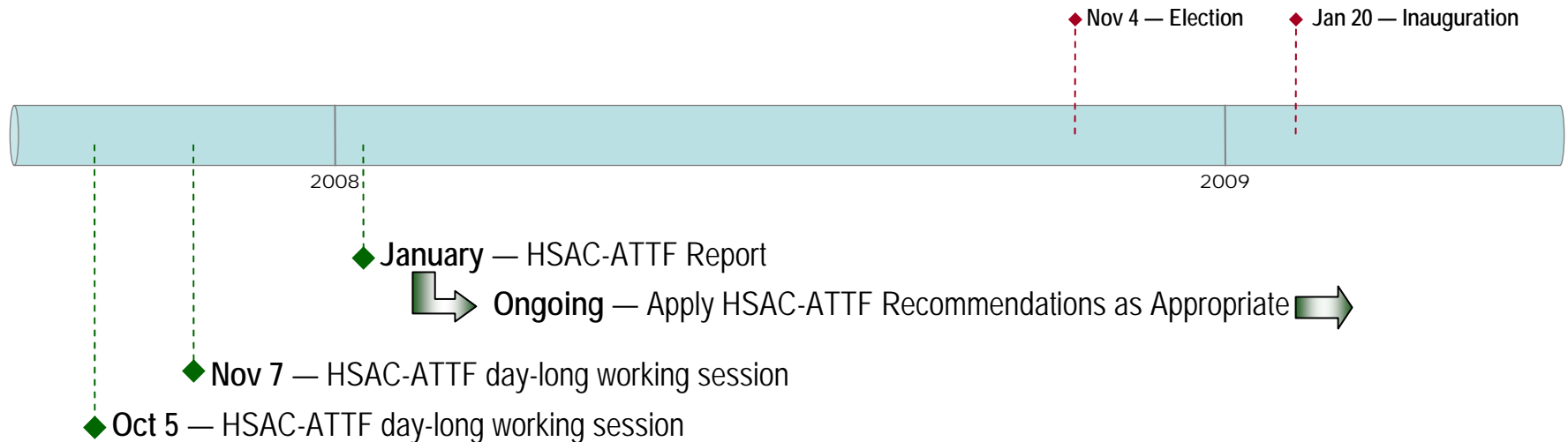
- Clearly established communications paths among new officials
- Delivery of homeland security knowledge relevant to new officials
- Curricula that can be leveraged to enhance relationships among agencies with homeland security responsibility (e.g., Exec Order on National Security Professionals; Deputy Chiefs of Staff for Transition)



Best Practices

BEST PRACTICES

Learning from state and local governments as well as the private sector.
(Homeland Security Advisory Council – Administration Transition Task Force)



Who is Involved

- Homeland Security Advisory Council – Administration Transition Task Force
- USM – OCHCO
- Subject Matter Experts

Results

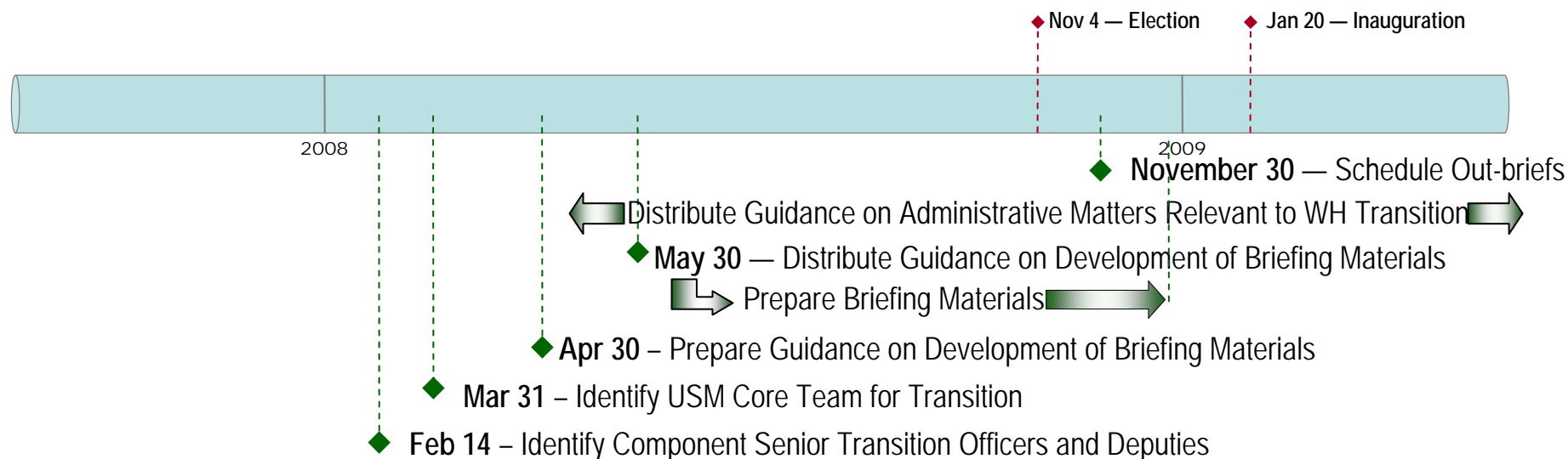
- Documented policy best practices relevant to the transition of homeland security responsibilities at time of 2009 administration change
 - State and local government levels
 - Private sector



Administrative Transition Guidance

ADMINISTRATIVE TRANSITION GUIDANCE

Through handbooks, memos and other communications, provide guidance on the preparation of
1) briefing materials for DHS, major programs, and operational areas, and
2) other matters relevant at the time of an administration change.
(USM—All Sub-components, OGC, Components)



Who is Involved

- USM – OCAO, OCFO, OCPO, OCIO, OCSO, OCHCO
- OGC
- DHS Components

Results

- Guidance on Security, Records, Property, Contracts, Finance, Personnel Benefits and IT Access applicable at time of administration change
- Guidance on Preparation of briefing materials
- Briefing materials: DHS, major programs, and operational areas
- Schedule Group and Individual check-out briefings